**JOB DESCRIPTION FOR: Director of Special Programs**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

Administrative Certification for Director of Special Education

**GENERAL RESPONSIBILITIES:**

To provide leadership in the development, implementation, and evaluation of special programs (Special Education, Section 504, and Extended School Services programs) and to serve as the district's ADA Coordinator.

**DUTIES:**

1. Directs and supervises the special education program and insures district’s compliance

with applicable federal and state statutes.

2. Directs and supervises the district’s Section 504 and Extended School Services programs.

3. Provides leadership in working with appropriate school personnel in developing special programs.

4. Interprets statutes and regulations to Board, administration, staff and general public.

5. Coordinates special programs with district's regular educational program.

6. Provides support and assistance as appropriate for the improvement of instruction and special instructional services.

7. Coordinates the review of new instructional materials, methods, and programs for special needs populations.

8. Provides leadership in helping staff of special programs to determine professional development needs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ELIZABETHTOWN INDEPENDENT SCHOOLS PAGE 1 OF 2

A-16

**JOB DESCRIPTION FOR: Director of Special Programs (continued)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

9. Serves as district's ADA coordinator and maintains up-to-date information on ADA statutes and regulations.

10. Collaborate with appropriate community agencies to improve special program services

to students.

11. Performs other duties as may be assigned by the Superintendent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION March 14, 1994

REVIEWED, REVISED AND RE-ADOPTED March 21, 2011

REVIEWED, REVISED AND RE-ADOPTED June 18, 2012

ELIZABETHTOWN INDEPENDENT SCHOOLS Page 2 of 2

A-17